



**ST. LOUIS PUBLIC SCHOOLS  
MERS GOODWILL  
TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI  
FAMILY COURT - JUVENILE DIVISION**

**INNOVATIVE CONCEPT ACADEMY (ICA)**

***Policy and Procedures Handbook***

*This handbook was written to help ICA staff and partners clearly understand the expectations set forth by the governing organizations. This handbook provides basic policy and procedures at ICA, which will be enforced to maintain a cooperative, respectful, and productive school environment.*

**Mission**

The St Louis Public Schools, MERS Goodwill, and the Family Court-Juvenile Division have a mutual interest in serving St. Louis at-risk youth between the ages of ten and eighteen in a manner that recognizes and responds to the risk factors present in the community that may otherwise negatively impact the lives of those youth. The three organizations have agreed to enter into a collaborative partnership as governing partners in the creation of a one-stop service center for St. Louis youth. The goal of the center is to increase the protective factors available to these youth, which are aimed at eliminating at-risk behaviors that negatively impacts the St. Louis Community.

**Governance**

Judge Jimmie M. Edwards, Administrative Judge — Family Court, and Dr. Lewis C. Chartock, President/CEO of MERS Goodwill, shall co-chair an Executive Committee that shall include, in addition to the co-chairs, thirteen community partners to advise the co-chairs on the operation and policies of the academy. An Advisory Committee composed of the Executive Committee, at least thirteen representatives selected from agencies housed at the academy, and at least one youth representative shall be created to advise the Executive Committee.

**St. Louis Public Schools**

SLPS is committed to providing quality educational opportunities for youth that are suspended, expelled or have a Safe School's Act violation. SLPS will provide Blewett Middle School at 1927 Cass Avenue, St. Louis, MO 63106, as the facility to house the one-stop youth service center. In conjunction with providing that facility, SLPS will provide educational services to students in the 6th through 12th grades in the Juvenile Court program for up to 120 students each day. The

school will also provide a principal, regular and special education teachers, counselors, teacher aides, attendance monitors and social services, as well as any other staff or services required by the school district, sufficient to supervise and educate the students enrolled in the St. Louis Public School. SLPS has agreed to allow the Juvenile Court and MERS Goodwill to use Blewett Middle School for an initial period of ten years, subject to extension beyond ten years by the mutual agreement.

### **MERS Goodwill**

In its role as a governing partner, MERS Goodwill will provide leadership for the agencies operating in the building to ensure compliance with various building guidelines, manage all financial transactions for the building that are not managed by SLPS and secure Memoranda of Understanding with all non-governing partner agencies that provide programming in the building. MERS Goodwill also runs the Juvenile Transition Program including job training and placement as well the GED program for Court-involved children.

### **Twenty-Second Judicial Circuit of Missouri -- Family Court -- Juvenile Division**

The Twenty-Second Judicial Circuit of Missouri, Family Court - Juvenile Division seeks to enhance the protective factors and supervision for Court-involved youth. The Court will provide leadership to gain the commitment of other agencies in providing services to juveniles involved in the school or other building programs. A small group of Deputy Juvenile Officers will be located in the building to provide case management to students, act as a liaison between community partners and the governing body, coordinate after school programs, and to facilitate collaboration amongst providers. The court will manage a reporting center in the building for juveniles that require enhanced supervision while awaiting their court hearing but do not require detention. A weekend curfew center managed by the Metropolitan St. Louis Police Department will also be housed at the school.

### **Four-tier model**

The Innovative Concept Academy will include four tiers of service. Tier one is the public school academic curriculum for the students. The second tier is the effort to provide other support opportunities in terms of programming that will engage the students in the school via extra-curricular activities during non-school hours. These programs are also open to community students who attend different schools. Tier three is the evening reporting center operated by the Family Court – Juvenile Division for those students who require extra community supervision while awaiting their court hearing. The fourth tier is the curfew center operated by the St. Louis Metropolitan Police Department for those youth who are violating curfew on the weekend.

### **Confidentiality**

All parties involved in the Innovative Concept Academy shall be bound by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information. The governing partners and community agencies shall not use or disclose any information about a recipient of the services for any purpose not connected with the goals of the Innovative Concept Academy, except with the written consent of the recipient, their attorney, or parent or guardian.

## **Community Partners**

Community partners will provide a myriad of services aimed at engaging students and providing opportunities for increased competency in a number of interest areas. Numerous state, federal and community agencies are involved. Examples of some of the agencies may include Churchill Center and School; St. Louis Metropolitan Police Department; Police Athletic Association GREAT program; Demetrius Johnson Charitable Foundation; Harris Stowe State University; St. Louis Agency on Training and Employment; Missouri Division of Youth Services; Missouri Children's Division; St. Louis Mental Health Board of Trustees; Missouri Department of Mental Health; YMCA and others.

## **Evaluation of Outcomes**

All governing partners and community agencies will work to ensure close coordination of services and to evaluate services as required by good agency practice and grant funding requirements; to maintain records on activities and services and collect and develop communication systems linking all participating organizations.

## **Intake Process**

### How students are referred to ICA

1. Student commits a Type 1 offense.
2. Referral is sent to Innovative Pathways from the student's home school.
3. Conference is scheduled at Innovative Pathways office, located at ICA. The student, parent(s) and Innovative Pathways staff person meet. The student is then assigned to alternative site.
4. Students with the following Type 1 offenses will be assigned to ICA for the stated time period; weapons (180 days), drugs/possession (90 days), and gang fights/assaults (90 days).
5. If student and parent do not attend the conference and the student is assigned to ICA, the Truancy Unit Supervisor will be notified to follow up.
6. Parent is given a letter with school assignment, length of time and sent to ICA's front office to enroll immediately.
7. ICA staff person enrolls the students, has the parent complete the intake form (see Appendix A), Bridgeway's release form, and e-mails Truancy Unit Assistant Supervisor at [jessica.wilkison@courts.mo.gov](mailto:jessica.wilkison@courts.mo.gov) with student's name, DOB and contact information. The parent and student are introduced to Bridgeway's counselor. A copy of the intake form is placed in the Family Court mailbox.
8. The case manager will be assigned. The ICA case managers, Supervisor, Principal and Bridgeway's counselor will be emailed regarding case assignment.
9. The case manager will contact the parent(s) to introduce self, schedule a home visit to complete the assessment appointment and to answer any questions and briefly review the goal of the assessment meeting.

### The Assessment will consist of the following:

1. The case manager will complete the following via a home visit or school-based meeting:
  - Review the intake and interest check list
  - Describe and if needed assist in the selection of after school programs
  - Complete the assessment and describe the purpose of assessment (to connect student to appropriate services)
  - Student and parent(s) complete the Child Behavior Check List (CBCL) and attitude scale – case manager and to explain why this information is being collected (to better serve the child and to measure impact of schools/program on child).

A follow-up meeting will be scheduled one or two weeks later in order to review the CBCL results and develop a case management plan. The parent(s), student, case manager, and appropriate service providers will be invited to attend. If parent does not or cannot attend this follow up meeting, a home visit will be conducted to review CBCL results and to get input on goals.

## **Student Dress Code**

ICA students are required to adhere to the following dress code.

6<sup>th</sup>-8<sup>th</sup> grade and all females - white polo shirt and khaki pants

9<sup>th</sup>-12<sup>th</sup> grade males - white button down shirt, tie, and khaki pants

- All students must wear an ID at all times (will be given once they enroll)
- If financially unable to purchase the uniform, ICA will assist in providing the uniform
- No jewelry may be worn by male or female students

Students will not be sent home for being “out of uniform.” Instead, they will be given a t-shirt to wear for the day and a consequence (such as, cleaning the bathroom, which will be done at the end of the school day).

## **Building Logistics**

### Building Usage

- School Hours: 9:10 a.m.- 4:07 p.m. The building will be open from 7:00 a.m. – 8:00 p.m.
- After School Programs must end by 7:00 p.m. The activity bus for ICA students only leaves the school at 6:00 p.m. Youth participating in programming after 6:00 p.m. need other means of transportation.
- Weather related school closings will be announced via the SLPS web site ([www.slps.org](http://www.slps.org)) and local television stations. After school programs will be cancelled on these days.
- Saturday usage – complete the Building Use Permit forms (located on the web site [http://www.courts.mo.gov/hosted/circuit22/blewett\\_school\\_01.htm](http://www.courts.mo.gov/hosted/circuit22/blewett_school_01.htm).) and return to Esther Williams at least five days prior to the event date. Please specify if custodians and security are needed. (Additional charge applies.) The form may be faxed to Esther Williams at (314) 436-3652.
- Sunday usage is available for an additional charge.

### Office Space

- Phones – SLPS has phone lines in each room – please see Esther Williams if a phone needs to be installed.
  - a. Phones are answered 8:00 a.m. – 4:00 p.m., Monday – Friday.
- Internet lines are available in all the rooms for your convenience.
- Repairs are to be requested in writing to Esther Williams.

## **After School Programs**

The Court is coordinating the after school programs in order to ensure a variety of programming, avoid unnecessary duplication and to manage enrollment capacity.

All ICA students will be required to attend after school programming.

### **Enrollment Process**

- ICA students will receive priority enrollment.
- ICA students will go through an intake process that includes an interest check list and interview to match students with an appropriate after school program.
- The ICA After School Coordinator will receive a copy of the intake/checklist, determine availability and make the appropriate referrals.
- Referrals will be e-mailed and a hardcopy will be placed in the provider's mailbox, located near the first floor conference room.
- The ICA After School Coordinator will provide a program schedule to the student, student's case manager (i.e. assigned DJO, practicum student, School Social Worker), and parent.
- The case manager will follow up with the student to confirm that he/she is attending the programs.

### **After School Provider Responsibilities**

- Submit a list of desired outcomes, including a definition of what it means to successfully complete your program, to the ICA After School Coordinator (ASC).
- Communicate with ICA ASC regarding enrollment and capacity.
- Contact referred youth within five working days of receiving the referral.
- Turn in daily attendance.
- Supervise youth at all times.
- At 5:45 p.m., the daily program dismissal time, escort students to the activity bus. The activity bus leaves promptly at 6:00 p.m.
- Community youth and/or ICA student that participate in programs ending after 6:00 p.m. will need transportation home (i.e. bus tickets or other means).
- Clean up program space each day.

- At the conclusion of the program provide names of students who successfully completed it as determined by progress towards outcomes.
- Conduct outreach to the community as needed to fill your program.

### Discipline

1. Establish and post ground rules at the start of the program.
2. When appropriate, program facilitators should handle discipline issues such as profanity, verbal conflicts, and tardiness.
3. Alert security regarding any physical fights, weapons and/or drug incidents. Security will be in the building until 8:00 p.m. If an incident occurs when security is not in the building, call St. Louis Public Schools Emergency Dispatch at 865-2020 and 911, if appropriate.
4. In addition complete a Unified Report (incident report) for physical fights, weapons and/or drug incidents and submit to the security officer on duty. Unified Reports are located in the mail slots outside the first floor conference room. This information will be shared with the ICA Principal and Community Conflict Services.
5. Community Conflict Services (who will be providing services to ICA students during the school day) will mediate conflicts.

\*Please note many of the students at ICA have a history of failure and exclusion from programs. Therefore discipline issues should be resolved so students can remain in the program.

### Cancellation

Please have a back up plan in place in order to limit/eliminate the possibility of canceling a program due to an unforeseen events/emergency. In the event that the program must be canceled for an evening, providers are required to call Tamara Taylor-Mayo at (314) 436-3909 and Principal Marvin Talley at (314) 231-7738 for notification by 1:00 p.m.

Excessive cancellation of programs will result in the termination of that program.

## **Professional Development Series**

The governing partners of the Innovative Concept Academy will provide continuous training opportunities for SLPS staff and community partners. The purpose of the professional development series is to equip the SLPS staff and partners with the knowledge and skills necessary to carry out ICA's mission and vision. It is expected that the SLPS staff and partners will actively participate in training opportunities offered throughout the year.

Trainings will include the following:

- Measuring Program Effectiveness
- Strength-based Communication

- The Effects of Trauma and Implications for the Classroom
- Restorative Discipline

### **Reserving Open Space**

Open spaces, which include the two conference rooms, cafeteria, gym and auditorium, may be reserved by e-mailing Sandra Thompson at [sandra.thompson@courts.mo.gov](mailto:sandra.thompson@courts.mo.gov).

St. Louis Public School requires that a Building Permit Form be filled out in order to complete the room reservation process. Please download the form from the web site:

[http://www.courts.mo.gov/hosted/circuit22/blewett\\_school\\_01.htm](http://www.courts.mo.gov/hosted/circuit22/blewett_school_01.htm).

Fax this form to Esther Williams at (314) 436-3652 at least five days prior to the event date.

Please note that there is a charge for weekend usage of the building if custodians and security are requested.

Agencies are required to submit any requests for room set-up to Tamara Taylor-Mayo via e-mail a week before the event. The school has a limited number of tables/chairs, so any extra items must be acquired from outside sources at the individual's expense.

Agencies are required to clean-up their space after the completion of their program. Failure to do so will result in restriction of reserving space for future dates.

Any damage to the space must be reported to Principal Marvin Talley at (314) 779-7226 and the Unified Report, located outside the first floor conference room, must be completed and placed in same mailbox. Failure to do so will result in restriction of reserving space. Agencies will be billed for damage.

### **Weekend and After School Building Security**

All ICA partners and staff who have front door keys are required to sign in and out upon arrival and departure during weekend and non-school hours. The sign-in registry is located on the front security desk. It is the responsibility of the last partner or staff member with a front door key to ensure the ICA building is secure and the alarm is activated.

Partners and staff are reminded it is against ICA policy and procedure to share your key or alarm code.

### **Alarm Instructions**

DMP Keypad Arming and Disarming

Arming (Turn On to Exit Building)

Press CMD button until display shows "Arm/Disarm"



Press the button under “Arm”  
Enter your code, press CMD button (then exit the building)

Disarming (Turn Off to Enter Building)

Press CMD button until display shows “Arm/Disarm”  
Press the button under “Disarm”  
Enter your code, press CMD button

If a mistake is made when entering your code or you have a technical problem, immediate assistance is available. Call 432-4200.

### **ICA Executive Committee**

The ICA Executive Committee consists of representatives from the governing body. The purpose of the Executive Committee is to provide leadership, counsel, and direction to the ICA Advisory Committee and other members of the community to enforce the mission of ICA. The Committee will also take primary responsibility for identifying the needs of ICA and providing financial review of ICA. The Executive Committee will meet quarterly.

### **ICA Advisory Committee**

The ICA Advisory Committee consists of members from the ICA Executive Committee, Partner Agencies, school staff, parents, and a student of ICA. The purpose of the Advisory Committee is to assist in identifying and addressing the needs and long term goals of ICA. The Committee will develop a plan and strategy to make sure ICA is running effectively and will assist in the communication needs among all partners. The committee will also develop additional policy and procedures when necessary.

The Advisory Committee will be responsible for providing an opportunity for discussion of ideas, opinions, and recommendations relating to the matters within ICA. They will promote safety within the building and surrounding community, outreach to the local community regarding their needs and concerns, provide public awareness of ICA, and recruit additional community partnerships.

The Advisory Committee members need to make a commitment to attend any event held at ICA which includes all the quarterly meetings and be available to address an emergency situation.

### **Teams - Collaboration**

In order to foster communication and collaboration between providers a monthly meeting will be held with after school providers and with school day providers. The “After School” team will include all non-school hour providers. These team meetings will serve to keep all partners up-to-date, promote team work and referrals amongst providers. The “School Day” team will include academic support services and mental health service providers. Both teams will meet monthly in order to connect youth with appropriate services, to identify gaps in services, network, problem-solve and build relationships.

## **Building Decorum**

The governing partners of ICA, reserve the right to deny the use of school facilities if it is determined that the use is not in the best interest of the youth, school, or community. Community partners are responsible for ensuring meetings and programs are conducted in an orderly manner. All partner agencies are responsible for cleaning up after their programs unless arrangements have been made before hand to secure janitorial services.

Teachers and partner agencies shall be courteous and helpful in interacting and responding to one another, students, parents, visitors, and the community. In addition, individuals who come into the Innovative Concept Academy are expected to behave accordingly. The following behaviors are not acceptable by any school staff, partner agencies, or community in the facility:

1. Use of profanity or other obscenities;
2. Disorderly conduct that adversely affects the school environment;
3. Acting in a precarious or dangerous manner that may cause harm or danger to one's self or other individuals in the facility;
4. The use of verbal or written statements that threaten the safety of one's self or other individuals in the facility.

## **Emergencies – Crisis Procedures**

Call 9-1-1 immediately for any life threatening emergencies, injuries and disruptions that constitute a serious threat to students or staff. When building security is not on duty, call the St. Louis Public Schools Emergency Dispatch at (314) 865-2020. Also call ICA School principal, Marvin Talley at (314) 779-7226 and Judge Jimmie Edwards via Family Court-Juvenile Division, Intake Unit at (314) 552-2095.

Non-emergency incidents, behavior that disrupts or has the potential to interrupt the orderly functions of the building and program activity must be documented. Unified Report forms are located in the mailbox outside the first floor conference room. The form should be completed the same day of the incident and placed in the same mailbox. In addition, please call Principal Marvin Talley at (314) 779-7226.

## **Code of Conduct**

The purpose of the Code of Conduct is to communicate the expectations of all ICA students. It's in addition to and compliments SLPS' handbook.  
(See Appendix B.)

## **Communications**

Heather Wellmeier, Secretary at Family Court will send out all mailings to Community Partners. In addition, she will maintain a partners list.

### ICS Contact Persons

Name	Organization/Responsibilities	Contact information
Marvin Talley, Principal	SLPS- ICA	(314) 231-7738
Esther Williams, Asst V.P. of Community Programs	MERS-ICA Building Logistics	(314) 436-3650 x535
Joli Baker, Supervisor	Family Court-Liaison for SLPS, Community Partners	(314) 552-2536 or 436-3451
Jessica Wilkison, Asst Supervisor	Family Court-Liaison for SLPS, Community Partners	(314) 552-2545 or 436-3451
Jill Triplett, Asst. Supervisor	Family Court-Liaison for DYS, CD, Parents/Guardians/building Security	(314) 436-3879
Tamara Taylor-Mayo, DJO	Family Court-After School Coordinator	(314) 436-3909
Sandra Miller	Secretary- ICA	(314) 231-7738
SLPS Emergency Dispatch		(314) 865-2020

**APPENDIX A**  
**TWENTY-SECOND JUDICIAL CIRCUIT**  
**FAMILY COURT – JUVENILE DIVISION**  
**ST. LOUIS, MISSOURI**

Date: \_\_\_\_\_

Case manager: \_\_\_\_\_

**INNOVATIVE CONCEPT ACADEMY**

<b>Identifying Data:</b>			
Name:			
Address:			
Date of Birth:			SSN:
Telephone #:	Gender:		Race:
Who does the child live with:			Relationship to the Child:
<b>Parent/Guardian information</b>			
	Mother		Father
Name			
Address			
Day number			
Evening number			

<b>Emergency contacts</b>		
Name(s)	Relationship to Child	Phone numbers

<b>School Information</b>
What other schools has your child attended this school year?
Why was your child referred to the Innovative Concept Academy? What was the reason for suspension?
Does the child attend school regularly? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has the child repeated any grades? <input type="checkbox"/> Yes <input type="checkbox"/> No    Which grade? _____
Does the child receive resource or any other special education services? <input type="checkbox"/> Yes <input type="checkbox"/> No

Do you think your child is involved in a gang?    ☐ Yes    ☐ No    ☐ Suspected

If yes, what signs have you observed?    ☐ tattoos    ☐ wearing “colors”

☐ gang writing

☐ other

<b>Service Information:</b>
Does your child have a Deputy Juvenile Officer (DJO)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide his/her name:
Does your child participate in any after school programs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please include program name and days of the week your child participates.
Does your child or family receive services from any social service agency and/or mental health provider? (For example, counselor, BJC, Hopewell, Family Resource Center, Children's Division, etc) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:

<b>Mental Health/Medical History</b>
Has the child or any family member ever:
1. Received mental health services (e.g. psychiatrist, psychologist, social worker, counselor, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> child <input type="checkbox"/> family member – who? _____
2. Been hospitalized for emotional problem <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> child- when & where _____ <input type="checkbox"/> family member – who? _____
3. Had problems with drugs or alcohol <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> child <input type="checkbox"/> family member – who? _____
4. Received treatment for drugs or alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> child <input type="checkbox"/> family member – who? _____  <input type="checkbox"/> In-patient <input type="checkbox"/> Out-patient When _____ Where _____
5. Does your child take any medications? <input type="checkbox"/> Yes <input type="checkbox"/> No Please list the medications names and dosage.

List some positive attributes of your child:
What are some family strengths?
What services would be helpful to you and your child?

Please share with us any additional information concerning your child that you think may be helpful:

As a student at the Innovative Concept Academy you will be required to attend after school programs. Please indicate your interest below. Check as many as you like.

Interest checklist

☐ Art

☐ Media

☐ Cooking

☐ Fitness/physical training

☐ Band - string instruments

Do you already play an instrument? If yes, what \_\_\_\_\_

☐ College (selecting a college, planning)

☐ Tutoring

☐ Job training/readiness

☐ Dog training

☐ Performing arts

☐ Mentoring

☐ Chess

☐ Tennis

☐ Entrepreneurship program - how to start your own business

☐ Other \_\_\_\_\_

After School Schedule	Monday	Tuesday	Wednesday	Thursday

Referral: \_\_\_\_\_ Date: \_\_\_\_\_

Referral: \_\_\_\_\_ Date: \_\_\_\_\_

**Please place completed form in the Family Court mailbox.**

## **APPENDIX B**

### **Innovative Concept Academy**

#### **Code of Conduct**

Welcome visitors and show them why our school is a special place for learning.

Treat others the way you want to be treated.  
Respect school property and the property of others.  
Keep your school building clean and damage free.

Be honest.  
Be reliable.  
Be dependable.  
Be self disciplined.  
Be responsible.

Be prepared for class.  
Attend all classes regularly and on time.  
Complete all assignments to the best of your ability.  
Listen when someone else is talking.  
Think before you speak.  
Cooperate with your teacher.

Follow the dress code.  
No sagging.  
Shirts must be tucked in at all times.  
Carry ID at all times and be prepared to show it.

No gambling.  
No bullying.  
No fighting.  
No electronic devices or cell phones at school.